

Section 1**Subcontractor Property Authorization**

Subcontractor: _____
Subcontract No: _____

Date: _____

Equipment Description

Manufacturer: _____
Model Number: _____
Item Cost: _____
Quantity: _____

(Note: If there is more than one (1) item of equipment, attach a list of equipment including all of the above information. Supporting equipment documentation such as catalog pricing sheet(s) or web page(s) with description and pricing of item(s) may also be attached.)

Purchase Justification: _____

Authorizing Signature

Subcontractor Official: _____

JPL Contract Technical Manager: _____

JPL Subcontracts Manager: _____

Non-Availability Certificate

The item(s) described above has/have been screened by JPL against excess government-owned equipment and determined not to be available or cannot be delivered in an acceptable timeframe. Therefore, this action has been determined to be acceptable.

Reutilization Screening Coordinator Signature: _____

Approval Stamp: _____

Section 2**Subcontractor Property Vesting Authorization**

Will the Property Vest with the Subcontractor? ____ Yes ____ No (If no, no further action required)

(Note: Property can only vest with Universities and Not-For-Profit Organizations)

Rationale for vesting property with the Subcontractor: _____

Approval Signature & Date

JPL Subcontracts Manager: _____

NASA Industrial Property Officer: _____

(Note: NASA approval required only when property exceeds \$5,000)

Subcontractor Property & Vesting Authorization Form Instructions

SECTION 1 – Subcontractor Property Authorization for All Items (≥\$1000):

Step 1: Identify Subcontractor, Subcontract Number and Date.

Step 2: Provide requested equipment description. If there are multiple items of equipment, attach the list of equipment to be purchased on a separate sheet along with the required descriptions.

Step 3: Under “Purchase Justification,” briefly provide the rationale for the need to purchase the identified piece/pieces of equipment.

Step 4: Obtain all three required signatures, as follows: 1) Subcontractor Official, 2) JPL Contract Technical Manager and 3) JPL Subcontracts Manager.

SECTION 2 – Subcontractor Property Vesting Authorization for All Items (list all items to be vested regardless of value): *(Note: Property may only vest with Universities and Not-For-Profit Organizations)*

Step 1: Determine if property (of any value) is to vest with Subcontractor, by marking “X” Yes or No in “Will the Property Vest with the Subcontractor?” and provide rationale as to why the equipment should vest with the Subcontractor. If “no”, proceed to Step 3, below.

Step 2: If items are to be vested with the Subcontractor, as listed and described in Section 1 above, and any item is ≥\$5,000, forward the form to the NASA Industrial Property Officer, M/S 180-200 for vesting approval.

Step 3: Once the form is complete, with all required signatures, forward it to the JPL Property Group, M/S 111-B21 for Non-Availability Certificate screening signature and approval stamp.

Step 4: Once the Property Group provides the “Non-Availability Certificate” approval and returns the document to the Subcontracts Manager, the Subcontracts Manager shall notify the Subcontractor and provide them a copy of the fully approved form.

Step 5: The original is to be filed in the subcontract binder under the appropriate Property tab.

Commercial Organizations

Complete *only* Section 1 of this form when a Commercial organization subcontractor requests approval to purchase equipment/property of any value. *Property cannot be vested with a Commercial organization subcontractor.*